



The Village of **YELLOW SPRINGS**

Job Title: Community Outreach Specialist & Victim Advocate

Department: Police Department

Reports To: Chief of Police

Hourly Pay Rate: \$43,035.20 – \$53,501.50

Employment Status: Full-Time

FLSA: Exempt

Position Overview

The Community Outreach Specialist is responsible for providing support services to the community and the Yellow Springs Police Department. This role focuses on building strong connections between law enforcement, social services, and community members, while offering comprehensive outreach, intervention, and advocacy. The position ensures that community members and victims of crime are supported through social services, crisis intervention, and appropriate resources. This position was created as a part-time pilot role and transitioned to a full-time exempt position.

The Community Outreach Specialist will be appointed by the Village Manager and will report directly to the Chief of Police.

Qualifications & Expectations

- A degree in Social Work, Criminal Justice, Psychology, or a related field is required; coursework or experience in community outreach, victim advocacy, or a related field may be considered in lieu of degree.
- At least 2 years of experience in community outreach, social services, or victim advocacy is preferred.
- Knowledge of local social service resources, crisis intervention strategies, and victim advocacy standards.
- Understanding of mental health issues, domestic violence dynamics, substance abuse challenges, and the criminal justice system.
- Ability to communicate effectively with diverse populations and build trust with community members.
- Strong organizational and problem-solving skills, with the ability to manage multiple cases simultaneously.
- Ability to maintain confidentiality and adhere to ethical standards in handling sensitive information.
- Experience with database management and reporting systems is preferred.
- Willingness to participate in regular training and continuing education as determined by the Chief of Police.
- Ability to work independently, handle complex cases, and collaborate with a variety of community partners.
- Availability for on-call shifts and evening/weekend work as needed to address emergency situations or support victims during critical moments

Key Responsibilities:

Community Engagement & Support:

- Serve as a liaison between the Yellow Springs Police Department, the community, social services, mental health agencies, faith-based organizations, housing support services, medical facilities, and other community stakeholders.
- Develop and maintain positive relationships with local organizations to proactively address the needs of at-risk populations, including individuals affected by mental health issues, substance abuse, domestic violence, and other crises.
- Facilitate and coordinate services to individuals who need assistance but may not qualify for existing programs.
- Develop and maintain a comprehensive database of social services, eligibility criteria, and available community resources to support Village residents, visitors, and at-risk individuals.
- Work closely with the Chief of Police to ensure the effective integration of police-assisted social services into department operations, including follow-up and case management.
- Assist in public awareness campaigns, organizing community events, and educational programs to raise awareness of available resources and the YSPD's role in community service.
- Provide regular training for YSPD personnel on various topics including mental health awareness, effective responses to crisis situations, stress management, and age-appropriate responses to different populations.
- Maintain effective communication and coordination between all relevant service providers, ensuring that individuals in need receive proper and timely assistance.
- Provide written monthly and quarterly reports to the Chief of Police and Village Council, updating them on key initiatives, resource utilization, and impact.
- Assist in exploring Restorative Justice methods and their potential integration within the Village Justice System.

Documentation and Reporting:

- Works closely with the Digital Media Manager to update the YSPD website, social media, and other communication channels to share community services information.
- Provide written reports on services provided, updates to the resource database, and other critical information to the Chief of Police.
- Assist in case management, ensuring all necessary documentation and follow-up actions are completed as required.

Victim Advocacy & Support:

- Serve as the primary contact(s) for all victims involved in criminal cases with charges filed, ensuring they are informed of their rights and options throughout the legal process.
- Review temporary protection orders (TPOs) Officers have prepared and processed for victims of domestic violence and other incidents requiring such orders. Ensure TPOs are sent to the appropriate jurisdiction before jail arraignments.
- Ensures compliance with completing and distributing Victim Rights forms and ensure victims receive copies of the form and understand their rights.
- Act as the liaison between the victim, law enforcement, the prosecutor, and the courts, offering support and guidance to victims during the criminal justice process.
- Attend court dates as necessary, including pre-trials, dispositions, and hearings, and assist victims in understanding the process and what to expect.
- Provide ongoing updates to victims regarding case progress, court dates, and any new developments. Ensure timely communication via the victim's preferred method (phone, email, mail).
- Assist victims in understanding their rights and options, answering questions (without providing legal advice), and offering support during the victim impact statement process.
- Provide referrals to local victim assistance programs, such as Violence Free Futures, and other appropriate resources.
- Collaborate with prosecutors, witnesses, and victims to ensure smooth trial preparation and coordination.
- Collect and submit documentation to support restitution requests, ensuring that the prosecutor and judge are aware of restitution needs.
- Process Post Conviction No Contact Orders when requested by victims.
- Provide victim information to Probation departments when necessary for probation terminations.
- Monitor cases where offenders apply for Sealing or Expungement, contacting victims as necessary and providing them with information on the process.
- Assist in discovery processes by sending necessary documents (reports, photos, body cam footage) to the Prosecutor and Defense, adhering to confidentiality protocols.

Physical Requirements:

- Ability to lift and carry materials related to community outreach programs and advocacy efforts.
- Ability to travel locally within the Yellow Springs and Greene County area as required.

Work Environment:

- This role operates in an office setting, requiring regular use of standard office equipment. Occasional attendance at community events or meetings may be necessary.

Application Process: We invite interested candidates to submit a resume, application, and cover letter that highlights their relevant experience and enthusiasm for the role.

Please send your application materials to paige.burge@yellowsprings.gov. This position will remain open until filled.

In accordance with applicable federal, state and local law, the Yellow Springs Police Department provides equal opportunities for applicants and employees, regardless of race, gender expression, age, pregnancy, religion, creed, color, national origin, ancestry, physical or mental handicap, genetic information, veteran status, military status, marital status, sex or any other protected class or status. The Department does not show partiality or grant any special status to any applicant, employee or group of employees unless otherwise required by law. The Department will recruit and hire only those individuals who demonstrate commitment to service and who possess the traits and characteristics that reflect personal integrity and high ethical standards.

Job description statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.